

Opening Date: October 23, 2019
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 20-16
Monthly Salary: \$3,300 – \$3,900*
Group/Class: B17 / 2683
Travel %: 20%
Division/Department: WSC/CIWT/Agricultural Water Conservation
Number of Positions: 1

***Salary commensurate with experience**

JOB VACANCY NOTICE

Agricultural Water Conservation Specialist

[Natural Resources Specialist II]

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov*

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 72D Environmental Science/Engineering Officer, 180X RL – Special Duty Officer (Oceanography), MST Marine Science Technician, 6842 Meteorology and Oceanography Analyst Forecaster, 9S100 Scientific Applications Specialist or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_NaturalResources.pdf.

Job Description Summary

Performs complex (journey-level) natural resources and technical assistance work. Work involves assisting with planning, developing, and implementing agricultural water conservation programs, managing grant contracts, providing technical assistance and outreach to agricultural stakeholders, local political subdivisions, and the public. Promotes agricultural water conservation best management practices. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Reports to the Manager of the Agricultural Water Conservation Department.

Essential Job Functions

- Manages grant contracts in accordance with the Texas Water Development Board (TWDB) contract management policies and procedures.
- Reviews and approves payments, receives and reviews contract deliverables, and maintains contract files.
- Performs data collection, research, analysis, evaluations, inspections, or surveys to determine the impact on natural resources.
- Provides effective technical assistance to agricultural stakeholders via email, phone, and in-person.
- Represents the agency by attending field days and exhibiting at trade shows and conferences.
- Provides outreach to the public in promoting water conservation.
- Prepares, assembles, and distributes educational materials; and conducts educational presentations and training programs.
- Assists with the development of conservation literature and updates to the best management practices guide.
- Collaborates in the planning, development, and implementation of programs.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

HR-002 (Non-Supervisory)

Revised 09/10/2019

Job Vacancy Notice (cont.)

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- Monitors and reviews compliance with program policies and procedures, statutes, and rules for assigned program.
- Prepares comprehensive reviews of literature, statutes, rules, and/or policies and prepares administrative reports, studies, and specialized research projects.
- Researches, prepares and reviews technical papers, permits, publications, and reports.
- May provide guidance to others.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major coursework in Water Resources, Agriculture, Business, Geographic Information Systems, Natural Resources, Agronomy, Environmental Science, or a related field.
- Three years of internship, volunteer activities, work experience, and/or education and training related to the job duties.
- Relevant education and experience may be substituted on a year-for-year basis.

Preferred Qualifications

- Advanced degree from an accredited college or university with major course work in Water Resources, Agriculture, Business, Geographic Information Systems, Natural Resources, Agronomy, Environmental Science, or a related field.
- More than three years of work experience managing contracts, providing customer service, or other related duties.
- Familiarity with production agriculture, irrigation water use concepts, and water resources.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to agriculture, water science, conservation, and the principles and practices of public administration.
- Knowledge in the contract management and state government contracting principles and practices.
- Knowledge of irrigation water use concepts and agricultural best management practices.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in the use of ArcGIS software.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.

Job Vacancy Notice (cont.)

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- Ability to assist with the management and oversight of department initiatives and projects.
- Ability to relate and understand concerns of agricultural and rural stakeholders.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 20% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.